



U. S. ARMY GARRISON, FRANCONIA



"TEAM OF TEAMS"

COMMANDER'S POLICY

POLICY NUMBER: 12

DATE: 1 October 2005

SUBJECT: Formal Equal Opportunity Complaint Reporting

1. **REFERENCE:** AR 600-20, Army Command Policy, Chapter 6, Appendix E, dtd 13 May 02.

2. **PURPOSE:** This policy establishes procedures for reporting formal EO complaints.

3. **SCOPE:** This policy applies to subordinate Garrison Commanders within the USAG, Franconia.

4. **POLICY:**

a. Garrison Commanders will report all formal Equal Opportunity complaints to USAG, Franconia Commander via email no later than 48 hours after receipt. A courtesy copy of this notification including a copy of the reprisal plan will be forwarded to USAG, Franconia Equal Opportunity Advisor.

b. The initial correspondence will contain the following information at a minimum: name, grade, and unit of the complainant and the accused, and a brief description of the alleged behavior.

c. The Garrison Commander will provide a progress report to USAG, Franconia, Commander 20 days after the date on which the investigation commenced and 14 days thereafter until completion.

5. **PROPONENT:** The proponent for this policy memo is the USAG, Franconia EO office, 3514631.

IMEU-WUZ-EO
Formal Equal Opportunity Complaint Reporting

6. This policy memo supersedes 98th ASG Policy memo 12, dtd 21 July 2004.

"Team of Teams!"

A handwritten signature in black ink, appearing to read "Russel D. Santala". The signature is fluid and cursive, with the first name "Russel" being more prominent.

RUSSEL D. SANTALA
Colonel, AD
Commanding